

Louisiana Civil Service League
810 Union Street
Suite 305
New Orleans, LA 70112

June 2004

MEMORANDUM

TO: ALL DEPARTMENT HEADS, ASSISTANTS, AND PERSONNEL
DIRECTORS IN LOUISIANA AND IT'S POLITICAL SUBDIVISIONS.

FROM: DANIEL E. SULLIVAN, EXECUTIVE VICE PRESIDENT

RE: NOMINATION FORMS, 2004 CHARLES E. DUNBAR, JR. CAREER
SERVICE AWARDS.

Enclosed is a nomination form for the 2004 Charles E. Dunbar, Jr. Career Service Awards Program, sponsored annually by the Louisiana Civil Service League. This is the 46th year of this program which has recognized over 600 classified public employees in Louisiana since its inception. A list of those recipients is available upon request.

The Louisiana Civil Service System in large part owes its existence to Mr. Dunbar, who wrote both the 1940 and 1952 civil service basic laws and founded the League.

Part I	-Nomination Information	not rated
Part II	-Commitment to the Classified Service	10%
Part III	-Contributions Toward Work or Workplace Improvement	40%
Part IV	-Personal Initiative	40%
Part V	-Volunteer Community Service	10%

The nomination form consists of the following five parts, each of which must be completed.

The four-page nomination form should be filled out as completely as possible. Please submit six copies of each nomination and mail to me by Friday, August 6, 2004. Please limit any narrative information to the space provided. Attachments will not be accepted. The nominees full name should be repeated in the space provided on the upper right of each page of the nomination form.

Nominate as many employees as you wish. You are not limited as to number. An employee who retires during the year for which the award is made is eligible to be nominated. If additional forms are needed, please let us know, or you can duplicate these. If you have any questions, please call (504) 522-3875.

Please mail forms to the address at the top of this letter.

Name of Nominee_____

CHARLES E. DUNBAR, JR. CAREER SERVICE AWARD

YEAR_____

PART I - NOMINATION INFORMATION

Nominee's Name_____

Job Title_____

Home Address_____Phone_____

Dept/Agency_____

Office Address_____Office Phone_____

Marital Status_____Spouse_____

Number of Children_____

Nominated By_____

Title_____

Dept/Agency_____

Office Address_____Office Phone_____

Nominator's Signature

Approved:

Agency Head_____Office Phone_____

Signature of Agency Head
(or Designee)

Name of Nominee_____

PART II - COMMITMENT TO THE CLASSIFIED SERVICE (Maximum 10 Points)

This part is designed to obtain the following information (a) length of service, and (b) progression of responsibility as career civil servant.

Please feel free to copy this form in order to describe ALL career civil service positions. BEGIN WITH CURRENT POSITION LIMIT DESCRIPTION OF JOB DUTIES TO FIT SPACE PROVIDED.

Total Length of Classified Service_____

Title of Position

Name of Employer and Agency

Dates of employment: Beginning_____End_____

Brief Summary of Job Duties:

Title of Position

Name of Employer and Agency

Dates of Employment: Beginning:_____End_____

Brief Summary of Job Duties:

Title of Position

Name of Employer and Agency

Dates of employment: Beginning_____End_____

Brief Summary of Job Duties

Name of Nominee_____

PART III – CONTRIBUTIONS TOWARD WORK OR WORKPLACE IMPROVEMENT (Maximum 40 Points)

Describe specific activities or contributions which you feel should be evaluated. Points you should address in the narrative are (a) contributions to improving the classified service, (b) permanency of impact, (c) quality of work that demonstrate the employee's integrity and ethical conduct, and (d) activities that have improved the image of public employment. **LIMIT TO SPACE PROVIDED.**

PART IV - PERSONAL INITIATIVE (Maximum 40 Points)

Give specific examples of results of the nominee's performance and whether the task was completed on the nominee's own initiative or was a job assignment. The judges are looking for situations which show how the nominee went the "extra mile" for the classified service. **LIMIT TO SPACE PROVIDED.**

Name of Nominee_____

PART V - VOLUNTEER COMMUNITY SERVICE (Maximum 10 Points)

Describe any work with committees, task forces, organizations which have provided a community service. Include information about civic and charitable organizations, church work, school or youth-related activities. LIMIT TO SPACE PROVIDED.

For use by judges only:

		<u>Points</u>
Part II.	Commitment to the Classified Service (Max. 10 points)	_____
Part III.	Contributions Toward Work or Workplace Improvement (Max. 40 points)	_____
Part IV.	Personal Initiative (Max. 40 points)	_____
Part V.	Volunteer Community Service (Max. 10 points)	_____
TOTAL Max. 100 points):		_____